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**W.No.46**

**AMARAVATI, MONDAY, NOVEMBER 20, 2023**

**G.1852**

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**PART I - NOTIFICATIONS BY GOVERNMENT, HEADS OF DEPARTMENTS  
AND OTHER OFFICERS**

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**NOTIFICATIONS BY GOVERNMENT**

**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

Planning Department - Sustainable Development Goals (SDGs) – Instructions to Departments and Districts on Data entry and progress monitoring of SDG through Web Portal - Orders – Issued.

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**PLANNING (X) DEPARTMENT**

**G.O.Rt No.127**

**Dated: 08/09/2022**

**Read:-**

1. G.O Rt. No. 36, Planning(X) Department, dated: 17-03-2022
2. G.O Rt. No. 37, Planning(X) Department, dated: 17-03-2022
3. G.O Rt. No. 38, Planning(X) Department, dated: 17-03-2022

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**ORDER:**

In the G.O.s read above, Government have issued orders regarding development of SoPs for localization of SDGs, institutionalizing a robust monitoring framework for SDGs at State and District levels and on capacity building of functionaries at multiple levels in the State.

2. As part of the exercise undertaken by the Government of Andhra Pradesh to localize SDGs to the Village and Ward Secretariat (VWS) level, departments and districts are made responsible and a new indicator framework is devised to track the SDG outcomes on a real- time basis.

3. The State Government has firmed up 181 Indicators for monitoring by the departments at the state level and all these indicators are mapped according to the respective departments and HoDs. The set of 115 indicators used by NITI Aayog for preparing the annual SDG index of States is a part of the 181 indicator framework. Of this, 61 indicators were identified out of 181 indicators which can be monitored at District level and within these, 47 are currently found to be having necessary data sets upto Village and Ward Sachivalayam level. In addition, 24 indicators are identified to monitor the progress in ULBs.

4. In order to ensure proper planning, monitoring and pursuing targets set on these indicators, the departments have prepared SoPs for each of the indicator connected to their department. An Office Memo has been issued by the Secretariat departments to their respective HoDs with a specific direction to meticulously adhere to the process detail as outlined in the SoP.

5. To effectively track and monitor the progress under SDGs at all the levels viz., State, District and VWSs on a real time basis, a dedicated portal (apsdg.ap.gov.in) has been developed by the Planning department. The SDG portal is available to districts and for State departments. Henceforth, the portal shall be

used for Data Entry and for Monitoring of SDGs. The data available in the portal shall be the single source of truth for reviews at all levels.

6. In continuation of the guidelines already issued in the above references, additional instructions to departments and districts are issued in the Annexure appended to this order. The instructions broadly contain process detail on the following entities:-

- Data entry
- Dashboards
- Periodical reviews
- Using the portal and State and District levels.

7. The Director of Economics and Statistics (DES), with technical assistance from the PMU set up at the Directorate, would be responsible for maintaining the portal and generating reports for periodic reviews by all Secretaries/HoDs/Collectors.

8. The Special Chief Secretaries/ Prl. Secretaries/Secretaries and all the District Collectors are hereby requested to ensure that data entry is done in time in the SDG portal and adhere to all the guidelines issued so far for effective implementation and monitoring of SDGs. It is the responsibility of the departments to ensure that the updated data is made available in time in all the respective GoI Portal/Websites from which the NITI Aayog its sources data for compiling the States' SDG rankings annually.

9. This order comes into force with immediate effect.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr.SAMEER SHARMA  
CHIEF SECRETARY TO GOVERNMENT**

To

All the Special Chief Secretaries/Prl. Secretaries/Secretaries concerned.

All the Districts Collectors in the state

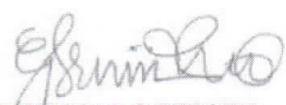
Copy to:

All the HoDs concerned

All the Chief Planning Officers in districts

PS to CS for information.

**//FORWARDED :: BY ORDER//**

  
**SECTION OFFICER**



**ANNEXURE**  
**(G O Rt No.127 PLANNING (X) DEPARTMENT Dated:08.09.2022)**  
**Instructions regarding SDG portal**

In continuation of the detailed guidelines already issued in the references mentioned in this order, the following guidelines are re-iterated for making the data entry and monitoring through the portal more understandable.

**Data Entry at Districts and Departments:**

- Steps are being taken to ensure that data on indicators is captured from the portals/web sites of the departments through appropriate APIs. Until this is ensured seamlessly, data entry will be done both at district and department levels.
- District Collectors are provided logins and with the help of CPOs shall ensure the data entry of all the indicators including the 61 mapped at the district before 10th of every month.
- Similarly, logins are provided for the Departmental Nodal Officers to submit their data before 15th of every month.

**Dashboards:**

- Dashboards are available to track the SDG indicator progress on Monthly and Quarterly basis. Multiple dashboards are available for the use of Secretaries and District collectors.
- The Dashboards also have drill down facility and has facility to compare the progress or performance of a certain district over a given time.
- Priority Dashboard is available for 21 indicators that are low performance areas for the State according to NITI Aayog annual SDG Index. These indicators account for around 60% of our state performance and is linked directly to districts and to Village secretariats.
- Also, to support the SDG goals tracking, a PMU is created in the Directorate of Economics & Statistics to track and support the Departments and Districts in monitoring the indicators and their real time data updates. The PMU shall support the districts and departments in data entry and in developing reports.
- The PMU will support the District level capacity building at all levels on using the SDG application and also checks for the consistency of the data. The SDG wing of the Planning Department shall assist the Directorate in designing the content for training.

**Periodical reviews**

To ensure steady progress towards goal achievement, periodical reviews should be done as given below: -

- I. The 181 indicators would be reviewed once a month by the Chief Secretary. The Secretaries would review once a fortnight and the Heads of Departments once a week. All the reviews would use the data on the portal.

- II. The geographical unit for monitoring progress on the 47 indicators out of 61 would be the Village Secretariat and Ward Secretariat (VWS). The District Collectors shall ensure that targets are drilled down to the level of VWS.
- III. Wherever, the proportionate target has not been achieved, the review would identify the reasons, scheme wise, in terms of inputs - flow of funds, availability of human resources as well as the activities connected to scheme components and take action.

### **Using the Portal**

#### **State level:**

- The User ID and Passwords already provided to the Departments and Districts.
- The Departments shall regularly enter State level data for all the indicators concerned to their departments by 8th of every month in the Portal.

#### **District level:**

At the district level, the Chief Planning Officer (CPO) will be the Nodal Officer assisting the District Collector in respect of SDG data entry, updation and report generation at the district level. The broad roles and responsibilities of the officers at district level are as follows:-

- The User ID and Passwords already provided to the Districts shall hold good.
- The District Collector shall appoint Nodal Officers for each of the department concerned with SDGs.
- The key activities that push the SDG performance up need to be identified.
- The CPO after scrutinizing the data for its correctness shall ensure data updation in the SDG Portal by 10th of the same month. He will have the flexibility to revise/modify the data entered till he/she presses the 'commit' button.
- The District Collectors shall attend the Video Conference which will be held in 2<sup>nd</sup> week of every month by the Chief Secretary with complete information and definite action plan in respect of each indicator of concern.
- The information culled out from the Portal shall only be reviewed at the State level.

**Dr.SAMEER SHARMA**  
**CHIEF SECRETARY TO GOVERNMENT**